



GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF MENTAL HEALTH

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: SEH-05-70	POSITION: Housekeeping Aid
POSITION SERIES: 3566	POSITION GRADE: RW-03
OPENING DATE: 4/22/05	CLOSING DATE: 5/06/05
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	SALARY RANGE: \$11.16 - \$13.01 per hour
WORKSITE: 2700 MLK Jr., Ave., S.E. Washington, D.C. 20032	TOUR OF DUTY: Rotating Shifts to include weekends and holidays
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Department-Wide Only (SEH employees will receive first consideration)
AGENCY: DMH/SEH/Housekeeping	NO. OF VACANCIES: Two (2)
DURATION OF APPOINTMENT: (X) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____ months.	
(X) This position IS in the collective bargaining unit represented by AFSCME 2095/AFGE 383 and you may be required to pay an agency service fee through an automatic payroll deduction. () This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
BRIEF DESCRIPTION OF DUTIES: Incumbent works in an assigned area which may include psychiatric wards, clinical area, laboratory area, administrative and professional offices. Performs a variety of custodial and housekeeping tasks necessary to the care and housekeeping maintenance of buildings. Uses household and commercial cleaners, germicidal detergents, commercial waxers, buffers and automatic scrubbers and equipment. Moves light to heavy furniture and equipment.	
QUALIFICATIONS REQUIREMENT: Applicants will be rated on the job elements listed below. Therefore, your application should show you have such skills.	
<ol style="list-style-type: none"> 1. *Ability to do the work of the position without more than normal supervision. 2. Ability to handle weights and loads. 3. Ability to follow instructions. 4. Dexterity and safety. 5. Reliability and dependability. 	
*Screen-Out Element	
SELECTIVE PLACEMENT FACTOR(S): Physical Demands: Moderately heavy physical effort is involved, including occasional lifting of heavy objects. Position requires walking and working on feet a majority of the time. Most buildings do not have elevators.	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

Applicants must complete and return the supplemental form along with their DC-2000.

WORKING ENVIRONMENT: Employee works around and with psychiatric patients. There is constant exposure to sputum, fecal, and urinary contamination and unpleasant odors. Patients, employees and/or visitors are present when cleaning is being done.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Clara Orino (202) 645-5979
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."

SUPPLEMENTAL QUALIFICATION STATEMENT
HOUSEKEEPING AID, RW-3566-03

ANNOUNCEMENT NO. _____

NAME (PLEASE PRINT) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

INFORMATION FOR APPLICANTS: You must show, through your experience and training, that you possess the knowledge and skills necessary to perform the duties of this position. The following job elements will be used to rate your qualifications for this position. You must address each job element.

LIST OF JOB ELEMENTS

ELEMENT NO. 1 – Ability to do the work of the position without more than normal supervision. (Screen Out Element)

Describe your experience:

ELEMENT NO. 2 – Ability to handle weights and loads.

Describe your experience:

ELEMENT NO. 3 – Ability to follow instructions.

Describe your experience:

ELEMENT NO. 4 – Dexterity and safety.

Describe your experience:

ELEMENT NO. 5 – Reliability and dependability.

Describe your experience:

ANNOUNCEMENT NO. _____

After completing this form, look it over carefully to make sure that you have signed it and that you have addressed each job element. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

A FALSE OR DISHONEST ANSWER TO ANY JOB ELEMENT MAY BE GROUNDS FOR NOT EMPLOYING YOU OR FOR DISMISSING YOU AFTER YOU BEGIN WORK. ALL OF THE INFORMATION GIVEN WILL BE CONSIDERED IN REVIEWING YOUR APPLICATION.

I CERTIFY THAT ALL OF THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ARE MADE IN GOOD FAITH.

Signature of Applicant _____ Date _____